

QTP 4N0X1C-5
May 2005

**AEROSPACE MEDICAL SERVICE SPECIALTY - INDEPENDENT
DUTY MEDICAL TECHNICIAN**

SITE ADMINISTRATION



**TRAINING THE BEST MEDICS FOR THE BEST
AIR FORCE IN THE WORLD**

Volume 5

383d TRAINING SQUADRON/XUFB
INDEPENDENT DUTY MEDICAL TECHNICIAN COURSE
939 MISSILE ROAD
SHEPPARD AFB TX 76311-2262

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AEROSPACE MEDICAL SERVICE SPECIALTY - INDEPENDENT DUTY MEDICAL TECHNICIAN

Volume 5 Site Administration

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INTRODUCTION

1. This qualification training package (QTP) was developed to enhance on-the-job training for Aerospace Medical Service Specialist, Independent Duty Medical Technician (IDMT), 4N0X1C. It provides the trainer with a breakdown of task performance skills to aid in performance evaluation.
2. Your role as the trainer is to carefully read over each module and identify the QTPs that pertain to the IDMTs in your operational setting. Core tasks are also identified with the number five (5) in the Specialty Training Standard (or STS). These core tasks are thought of as *war skills* and have been deemed essential for training even during times of war. You have the flexibility to train these volumes in the order that best suits your needs.
3. When the trainee has been allowed sufficient time for training and is ready for evaluation, follow the evaluation instructions and use the performance checklist as a guide to evaluate performance. Provide feedback to the trainee after each evaluation. Document progress on the AF Form 1098. Initial certification is also signed off in the STS. If a trainee does not successfully complete the QTP, provide feedback and counsel the trainee on their weak areas. Allow adequate preparation time before conducting a retest.
4. The QTPs are a tool for assessing/certifying the IDMT each time they arrive at a new duty station and as a tool for standardizing annual refresher training. Our goal has been to publish a useable document for both the trainee and trainer. We value your first hand expertise and solicit your feedback on how we can improve our product. Direct all inquiries to:

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ADMINISTER PERSONNEL RELIABILITY PROGRAM

SUBJECT AREA: Independent Duty Medical Technician (IDMT)

TASK NAMES: Administrative Procedures, Administer Personnel Reliability Program (PRP)

CFETP/STS REFERENCES: 18.1.13

EQUIPMENT REQUIRED: PRP Stamp

TRAINING REFERENCES: 1

REMARKS/NOTES: Stress the importance of the initial screening of records for potentially disqualifying information, stress the importance of the IDMTs need to maintain an effective PRP program.

OBJECTIVE: Given health records from an actual or simulated patient, perform the medical responsibilities of PRP administration with 100% accuracy.

EVALUATION INSTRUCTIONS: After the trainee has received instruction, allow sufficient practice on each part of the task.

STEPS IN TASK PERFORMANCE:

1. Identify the overall program director
2. Certification procedure
3. Screen record for potentially disqualifying information
4. Notification of treatment (PRP Stamp)
5. Health record documentation
6. Decertification procedure

ATTACHMENT: Performance checklist.

PERFORMANCE ITEM	SAT	UNSAT
ADMINISTER PERSONNEL RELIABILITY PROGRAM		
1. Identify the overall program director (certifying official)		
2. Certification procedure		
a. Identify document initiating certification procedures (AF form 286)		
b. Review the entire record for potentially disqualifying information		
c. Medical interview: conduct interview in accordance with established procedures		
d. Review the record and correct errors if previously on program		
e. Document review and findings in health records		
f. Complete and distribute AF form 286		
g. Prepare health records		
(1) Place red tape over the terminal digit of the SSAN		
(2) Insert AF form 745, Sensitive Duties Program Record Identifier		
(3) File PRP records in separate location from non-PRP records		
3. Notification of treatment (PRP Stamp)		
a. Identify situations requiring PRP notification		
(1) Medical dental or mental conditions which may affect reliability		
(2) Medication which may affect reliability		
b. Contact certifying official or designated personnel		
c. Pass on all pertinent information and accomplish health record documentation		
4. Health record documentation		
a. Prevent out of sequence documentation		
(1) Maintain chronological sequence		
(2) Line through unused/unusable blank spaces on previous documents		
b. Place PRP stamp on SF form 600, prior to all entries		
c. Dental record annotation of SF Form 603/603a		
(1) Visits not requiring notification, "PRP NO" precedes the entry		
(2) Visits requiring notification, PRP stamp precedes the entry		
d. Ensure completeness of health record entry		
e. Complete PRP stamp		
(1) Where notification is not required, place "X" behind No on stamp		
(2) Where notification is required, complete (entire stamp)		
(a) Date, Name/Grade/SSN		
(b) Is PRP (AFI 36-2104) reporting required? "X" behind Yes		
(c) Functional impairment expected		

PERFORMANCE ITEM	SAT	UNSAT
ADMINISTER PERSONNEL RELIABILITY PROGRAM - (Continued)		
(d) Type of medication prescribed		
(e) Estimated duration (actual period of expected impairment)		
(f) Unit/Contractor Facility		
(g) Person contacted, duty phone and date (of contact)		
(h) Notification made by (name of individual making notification)		
f. Review records for PRP accuracy		
5. Decertification procedure		
a. Identify documentation required for decertification		
b. Document decertification		
(1) For other than medical reasons		
(2) For medical reasons		
c. Remove PRP identification from health records		
(1) Remove AF form 745		
(2) Cover red tape on terminal digit of SSN with black tape or ink		
FINAL RESULT:		

AEROSPACE MEDICAL SERVICE SPECIALTY – IDMT

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